



## **REPORTING ACCIDENTS**

### **Introduction**

All accidents connected with any event promoted under Cycling Time Trials Rules and Regulations need to be reported, using the appropriate form, with preference that it is filled in electronically or if handwritten, in a clear and concise script. There are now two forms available:

1. To report accidents pertaining to the event; and
2. To report any accidents, injuries or damage to property at the HQ.

All such accidents are referred to CTT's insurers. If as a result of any such accident there is a possibility that a claim may be made against CTT, CTT's insurers may well wish to investigate the circumstances surrounding the incident. Accordingly, it is essential that all accidents are reported promptly, so that such investigation can be made whilst evidence is still available and whilst the facts of what happened are still fresh in the minds of those involved.

**Cycling Time Trials Regulation 43: Reporting Accidents** provides that:

If a competitor or an event official is involved in an accident in or in the vicinity of an event which either/or:

- (a) results in personal injury
- (b) involves a third party
- (c) is reported to the police. He/she must report the circumstances to the Event Secretary as soon as possible.

The Event Secretary shall ensure that a full report is submitted to: [accident.reporting@cyclingt看times.org.uk](mailto:accident.reporting@cyclingt看times.org.uk) (thereafter *Accident Reporting*) and the appropriate District Secretary within fourteen days of the accident. The District Secretary shall notify the National Secretary of the District Committee's findings when its investigations into the accident have been concluded. When a competitor is involved in an accident with a stationary vehicle, the appropriate District Committee **MUST** hold an investigation in accordance with Cycling Time Trials Rule 2(a) as a matter of urgency.

All accidents involving serious injury or death **MUST** be reported to CTT's National Legal Adviser immediately it is practical to do so, with a follow-up email to: Accident Reporting.

In the event of an accident that involves:

- 1) personal injury; or
- 2) a third party; or
- 3) is reported to the police an accident report form must be completed and a copy sent to both the appropriate District Secretary and to: Accident Reporting.

The accident report form is available to download from the CTT website.

Details of the relevant District Secretary can be found in the current Cycling Time Trials Handbook and are also available on the CTT website.



The accident report form can be sent to: Accident Reporting by email. A copy of all documents relating to the event should be kept by the Event Secretary, and sent to: Accident Reporting, to include:

1. a copy of the police notification form sent to the police
2. any letter of acknowledgement from the police
3. start sheet
4. the signing - on sheet
5. the signing - off sheet
6. a copy of the "On the Day" risk assessment
7. any warning notice given to the competitors on the day (usually displayed alongside the signing on sheet)

If any formal notification of a claim is received, which would likely be a letter of claim from the claimant's solicitor or insurer, no response should be given by the event organiser, nor should any response be given by whoever it is who receives any such notification. Instead, the letter of claim should be sent without delay to: Accident Reporting

Accident Reporting will deal with the matter in conjunction with CTT's insurers and a reply will be sent as appropriate.

In all cases where an accident is reported, the District Secretary must notify: Accident Reporting of the District Committee's findings when its investigations into the accident have been concluded. Even if it is decided that no action is to be taken, that should still be notified to: Accident Reporting.

### **Documents referenced**

- CTT GN18 Accident Report form  
CTT GN18 Incident Report form  
CTT GN22 Formal Risk Assessment: Appendix 3: "On the Day" risk assessment form

### **Document history**

<b>Date of Issue</b>	<b>Reason of Revision</b>	<b>Author</b>
June 2000	New edition	P A Heaton (CTT National Secretary)
July 2015	Revised format	Nick Sharpe (CTT National Secretary)
September 2022	Revised to reflect current CTT Articles, Rules, and Regulations	David Barry (CTT Board Director)
20 February 2024	Revised to reflect current CTT Articles, Rules, and Regulations	Claire Emons (CTT Accident Reporting)